DYMO® 4500
Labelmaker

User's Guide

⊗ ESSELTE DYMO

Contents

Introduction

Thank you for choosing the Dymo 4500 Electronic Labelmaker. With its help, you can design and print professional labels for many applications in the home, the office or the store. It is fully portable, allowing you to create your labels anywhere.

The Dymo 4500 offers a variety of special characters, and different types, sizes and styles of letter. You can print the results on a wide variety of letter and tape colours, giving you the ability to produce clear, professional labels for any application.

Commonly used phrases can be stored in the memory of the Dymo 4500 and recalled when needed.

Please read this guide to help you care for your Labelmaker and to use it to its - and your - fullest capabilities.

Caring for your Dymo 4500

Use only accredited Dymo replacement parts in your Dymo 4500 Labelmaker.

Do not expose to:

·   strong sunlight
·   rain
·   high heat
·   high humidity
·   dust

Do not put:

·   heavy objects on top of the Dymo 4500
·   any foreign objects into the tape cassette and battery compartments
·   rubber or vinyl objects on it for a long time, as it may become stained

Do:

·   press ⌷Feed⌷ to advance the tape. Do not pull on it, as the tape cassette may be damaged.
·   clean with a soft, dry cloth; do not use any solvents
·   use the special AC adaptor designed for the Dymo 4500
·   remove the tape cassette, the batteries or the mains adaptor, if the Dymo 4500 is not to be used for a long period of time
    The memory will be lost when the batteries are removed.

Dymo 4500 Labelmaker

Tape cassette compartment

Tape cutting lever

On/Off   Display

Font cartridge door
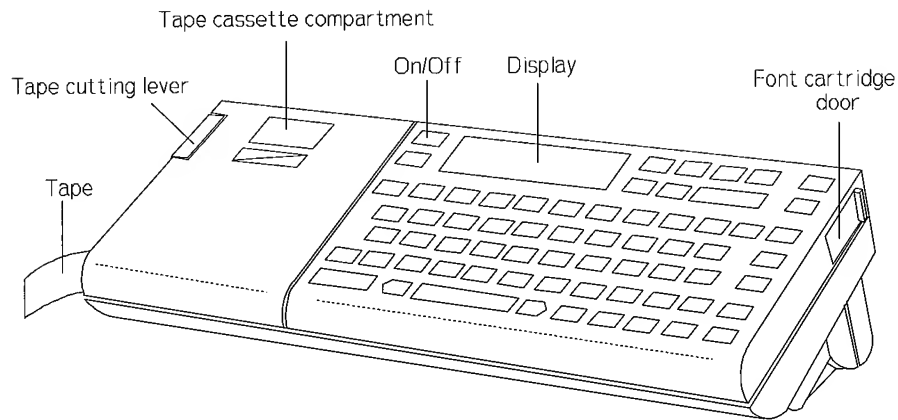
Tape

The Keyboard
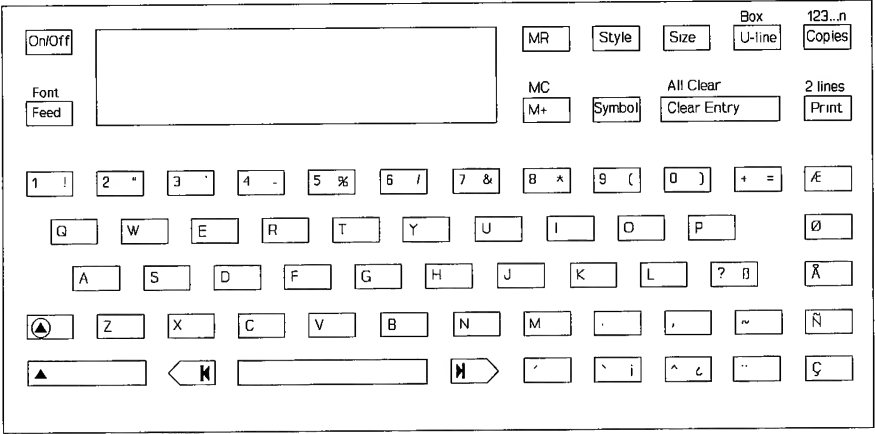
Description of keys

| On/Off | | Switches the power on and off. |

| Feed | | Feeds a fixed amount of tape. A fixed amount is automatically fed both before and after your label is printed; if you require more tape, press [Feed]. |

Font

| ▲ | Feed |

Changes from the built-in Helvetica font to the optional font cartridge (see page 21). This only works if a font cartridge has been inserted in the machine.

| ▲ | |

Hold the [▲] key down and press an alphabet key at the same time to enter a capital letter; hold the [▲] key down and press any of the dual character keys to enter the right hand character. If the display shows CAPS, pressing [▲] and an alphabet key gives a lower case letter.

| ◉ | |

Changes all letter keys to capital letters. If you press [▲] and a letter key, you will get a lower case letter. You must press [▲] and the appropriate dual character key to access the right hand character, eg

[▲] [5 %] for %,

[▲] [7 &] for &.

| ◁ ⊮ | |

Moves the cursor to the left.

| ▲ | ◁ ⊮ |

Moves the cursor to the beginning of the message.

|	
[_____]	Inserts a blank character (space) at the cursor position.
[⋈]⟩	Moves the cursor to the right.
[▲] [⋈]⟩	Moves the cursor to the end of the message.
[MR]	Cycles through the phrases stored in the phrase memory (see page 26). Each time you press [MR], the next phrase is displayed. The phrase last displayed is added to the message at the cursor position.
[M+]	Adds the message currently displayed to the phrase memory (see page 26).
MC [▲] [M+]	Deletes the currently displayed phrase from the phrase memory (see page 27), while you are using [MR] to cycle through the phrases.
[Style]	Cycles through the three styles available on the Dymo 4500: normal, bold or outline (see page 17). When you stop on a style, all the text in the message will be printed in the selected style.
[▲] [Style]	Changes the style for part of your message.
[Symbol]	Allows you to access the 69 symbols stored in the Dymo 4500 (see page 13).
[Size]	Cycles through the 7 sizes available on the Dymo 4500 (see page 15). When you stop on a size, all the text in the message will be printed in the selected size.
[▲] [Size]	Changes the size for part of your message.
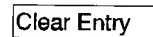
|	
[Clear Entry]	Clears the character to the left of the cursor position.
All Clear [▲] [Clear Entry]	Clears the whole message from the display.
[U-line]	Turns underlining on or off (see page 19).
Box [▲] [U-line]	Turns the box on or off (see page 20).
[Copies]	Allows the selected number of duplicate labels to be printed (see page 23).
123...n [▲] [Copies]	Allows a series of consecutively numbered labels to be printed (see page 24).
[Print]	Prints a label.
2 lines [▲] [Print]	Allows you to print a two-line message (see page 23).

Display and Indicators

4

5
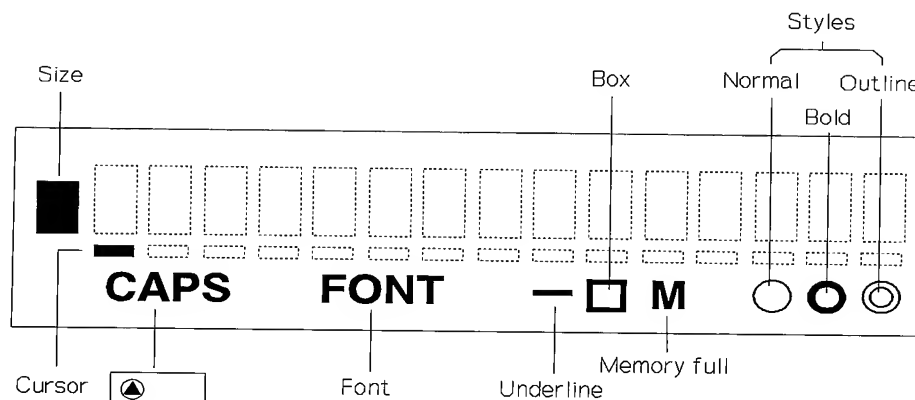
Before you start

You will need to insert batteries before you can begin to use your new Dymo 4500 Labelmaker.

Inserting new batteries

The Dymo 4500 needs 5 'C' type alkaline batteries (also known as MN1400 or LR14).

Turn the machine upside down and pull up on the catches on the back, to remove the battery compartment cover.

Battery cover

Battery orientation

Battery cover catch

AC mains adaptor connection
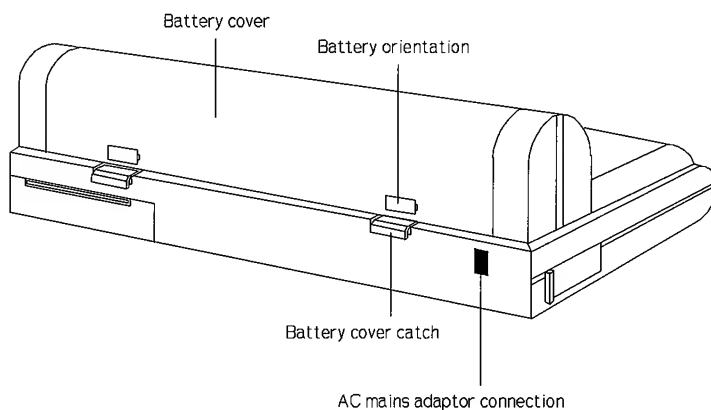
Place the batteries in a single line in the battery compartment, ensuring that the polarity is correct.

Replace the battery compartment cover.

NOTE!
Any messages saved in the memory will be lost when the batteries are removed.

To save the batteries, the Dymo 4500 turns itself off if no key is pressed for 1 minute.

If the batteries are running low, after printing a message the following warning is flashed on the display:
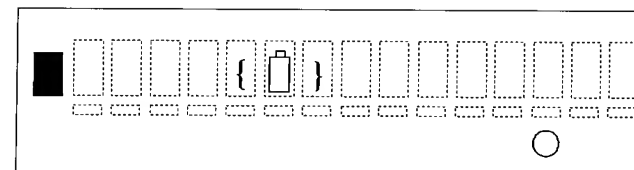
If the batteries are very flat, the Dymo 4500 cannot print the message. It cancels the message and resets to a blank display.

Inserting a tape cassette

Flip the tape cutting lever, which locks the cover of the tape cassette compartment into place, down into its operating position. Lift the cover of the tape cassette compartment and lift the cassette upwards to remove it.

Tape cassette
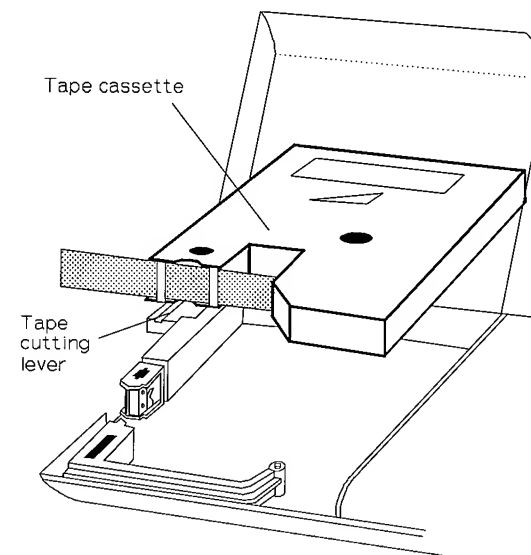
Tape cutting lever

Put the new cassette in place and shut the cover. Flip up the tape cutting lever until required. Do not pull on the tape, as you may damage the cassette. Press Feed to advance the tape.

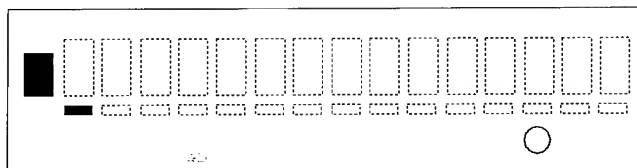NOTE!
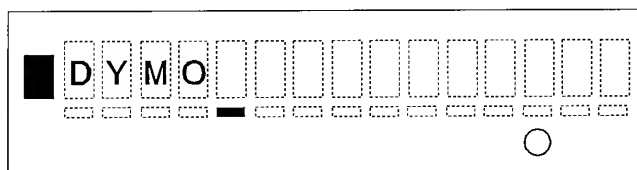The Dymo 4000 tape cassette cannot be used in the Dymo 4500 Labelmaker.

Press On/Off

The display may show:

```
■ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
  ▬ ⸦⸧ ⸦⸧ ⸦⸧ ⸦⸧ ⸦⸧ ⸦⸧ ⸦⸧ ⸦⸧ ⸦⸧ ⸦⸧ ⸦⸧ ⸦⸧
                                      ◯
```

Or, if the Dymo 4500 was switched off with a message still on the display, the same message will be displayed when the Labelmaker is switched on again, eg:

```
■ D Y M O ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
  ⸦⸧ ⸦⸧ ⸦⸧ ⸦⸧ ▬ ⸦⸧ ⸦⸧ ⸦⸧ ⸦⸧ ⸦⸧ ⸦⸧ ⸦⸧ ⸦⸧
                                      ◯
```

Press ▲   Clear Entry   (All Clear) to clear the display.

NOTE!
Any messages saved in the memory will be lost when the batteries are removed.

The Dymo 4500 will switch itself off if no key has been pressed for 1 minute, but its internal memory will retain any message on the display. When you switch on again, the message will be displayed.

Display and Cursor

Display
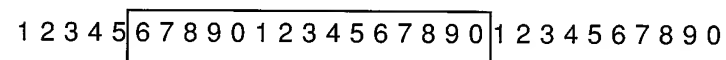The display can show 14 characters of the message (plus the cursor).

```
1 2 3 4 5 6 7 8 9 0 1 2 3 4 _ 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9
```
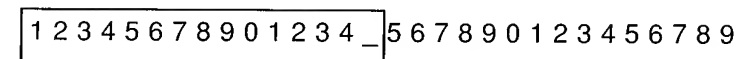
NOTE!
The maximum message length can vary, up to a total of 136 characters (for more details, see page 27).

Cursor
Use ◁ ◀ or ▶ ▷ to move through the message one character at a time.

```
1 2 3 4 5 | 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 | 1 2 3 4 5 6 7 8 9 0
```

Use ▲   ◁ ◀ to move to the beginning of the message.

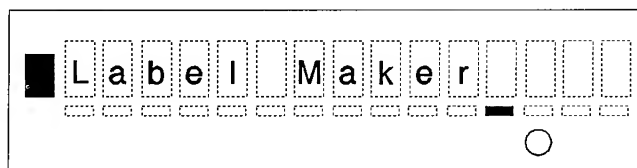Use ▲   ▶ ▷ to move to the end of the message.

Creating a message

If a message is already shown on the display, press
[▲] [Clear Entry] (**All Clear**) to clear it.

Keying in

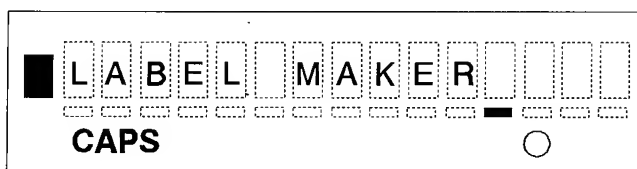Key in a message, using the [▲] key to produce capital
letters, and [   ] for spaces between words, eg
[▲] [L] , [A] , [B] , [E] ,
[L] , [   ] , [▲] [M] ,
[A] , [K] , [E] , [R] .

```
■ L a b e l   M a k e r
                  ▬
                  ○
```
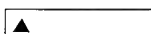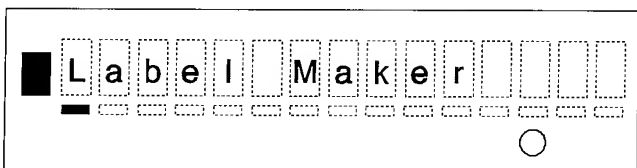
Capitals

If you want all or part of your message in capital letters, press
[⬆] **before** you key the characters in. The display will show:

```
■ L A B E L   M A K E R
                  ▬
CAPS              ○
```
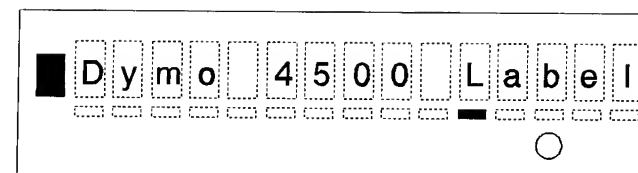
Inserting characters

Move the cursor to the position where you wish to insert and key
in the new character(s), eg: press [▲] [◁ ◀] to
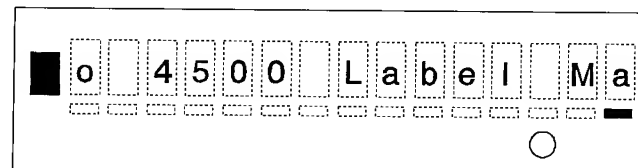move to the beginning of the message. The display will show:

```
■ L a b e l   M a k e r
  ▬
                  ○
```

Key in [▲] [D] , [Y] , [M] , [O] ,
[   ] , [4 -] , [5 %] , [0)] ,
[0)] , [   ] .

```
■ D y m o   4 5 0 0   L a b e l
                  ▬
                  ○
```

Deleting characters

When deleting a character, move the cursor to the right of the
character you want to delete and press [Clear Entry] eg:

Move the cursor to the letter **A** of **Maker**.

```
■ o   4 5 0 0   L a b e l   M a
                              ▬
                  ○
```

Press [Clear Entry] twice to delete the M and the space before
it.

```
■ o   4 5 0 0   L a b e l a k e
                          ▬
                  ○
```
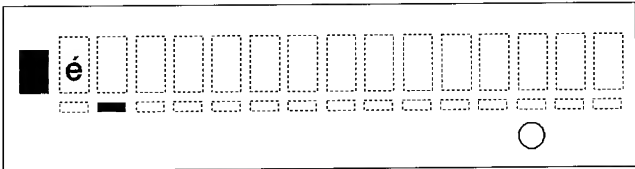
10

11
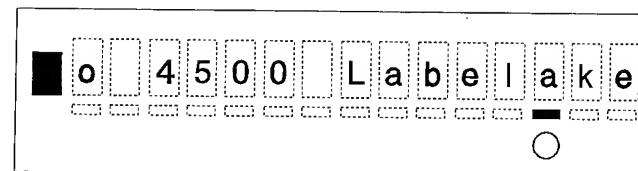
Diacriticals

You can create international language characters by combining a letter and a diacritical. The Labelmaker does not allow you to add a diacritical to the wrong letter.

The diacriticals available on the keyboard are ` ´ ^ ¨ ~ .

You can add them to a letter by entering the letter first and the diacritical immediately afterwards, eg:
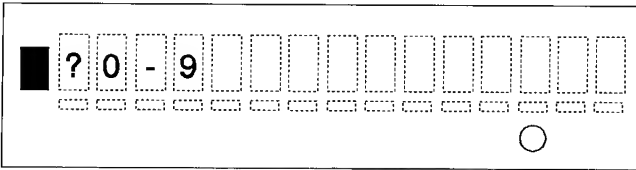
Press [E] [´] . The display shows:

You can also add a diacritical to an existing letter. Move the cursor to the letter in your message to which you want to add the diacritical and press the appropriate key.

Symbols

In addition to the characters produced by the keys, there are 69 special characters which are available as symbols. They appear on the display 7 at a time.
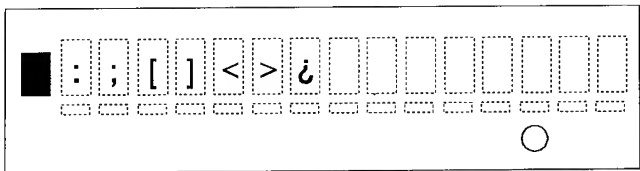
0	@	×	÷	#	\	±	•
1	:	;	[	]	<	>	¿
2	↑	↓	→	←	¡	©	®
3	µ	TM	°	ß	•	★	
4	£	$	₣	¥	¢	□	○
5	☎	Ω	½	^{0}	^{1}	^{2}	^{3}
6	æ	Æ	ø	Ø	å	Å	à
7	œ	Œ	ä	Ä	ö	Ö	Ë
8	ü	Ü	Ï	á	Á	é	É
9	í	Í	Ó	ú	Ú	ñ	Ñ

To access a symbol character, move the cursor to the point in your message where you need it and press [Symbol] . The display shows:

Enter the number of a symbol set, eg. 1.

The display shows a row of 7 symbols.

Move the cursor to the symbol you want, eg [and press Symbol again. The character is added to your message at the cursor position, and you automatically return to your message.

If you press Symbol accidentally, press Clear Entry to cancel the symbols and return to your message.

If you call up the wrong symbol set, key in another number between 0 and 9 to call up another symbol set.

Deleting a message

With the cursor at any point in the message, press ▲ Clear Entry (**All Clear**).

Presentation

The Dymo 4500 Electronic Labelmaker offers you the facility to define the presentation of all or part of your label with a choice of 7 character sizes, three styles, underlining or adding a box.

The built-in font of the Dymo 4500 is Helvetica, but a cartridge containing an alternative font is available as an option.

NOTE!
For each change you add to your message, whether in style, size, underlining or adding a box, the amount of message memory available to you is reduced by one character (for more details, see page 26). Therefore, the more complex you make the appearance of your label, the fewer characters it can contain.

When you first switch on the Labelmaker, the display shows the standard settings for size (6) and style (normal).
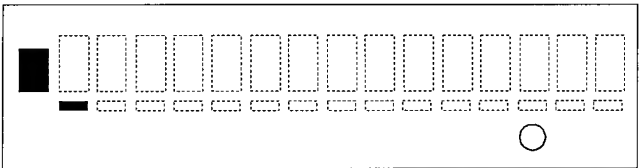
Size

The Dymo 4500 allows you either to select a single size or to mix two or more character sizes in the same message. There are 7 sizes available, which are shown by the size indicator on the left of the display.

Size 1	Dymo	8pt
Size 2	Dymo	8pt extended
Size 3	Dymo	11pt

▦	Size 4	**Dymo**	11pt extended
▨	Size 5	**Dymo**	16pt narrow
▪	Size 6	**Dymo**	16pt
▤	Size 7	**Dymo**	16pt extended
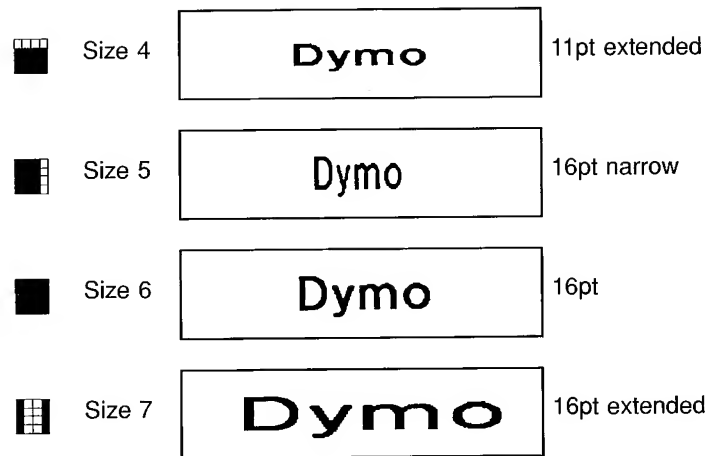
Single size

To set the size for a whole message (the cursor can be anywhere in the message), press | Size | and continue to press it to cycle through the choices available.

Stop at the size you want. The whole of the message will now be printed in the selected size. You can do this before or after you have entered the message.

Mixed sizes

To mix sizes, press | Size | to set the size for the first part of your message, then move the cursor to the first character to be re-sized and press | ▲ | | Size | to cycle through the choices. Stop at the one you want.

All the text to the left of the size change will remain in the original size, and all the text to the right of the size change will be the new size.

The size indicator shows the size of each character. You can therefore check the position of size changes by moving the cursor through the message.

To change the size again, repeat the above procedure.

NOTE!

If you press | Size | to select a size for the whole message when there are size changes already in it, the size you have selected will not change the whole message, but will take effect from the beginning of the message up to the first size change only.

Style

The Dymo 4500 allows you either to select a single style or to mix two or more styles in the same message. There are 3 styles available, which are shown on the style indicators on the right of the display.

Dymo

Dymo
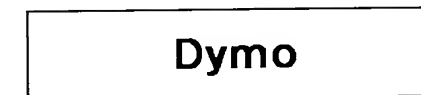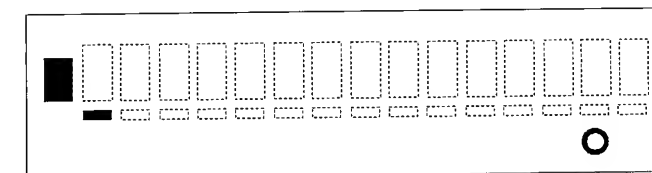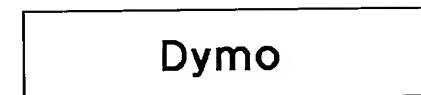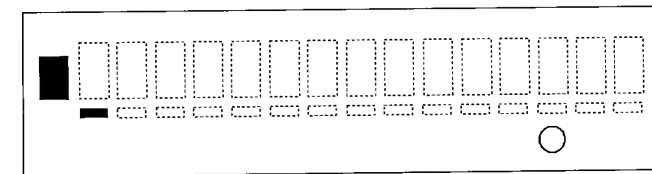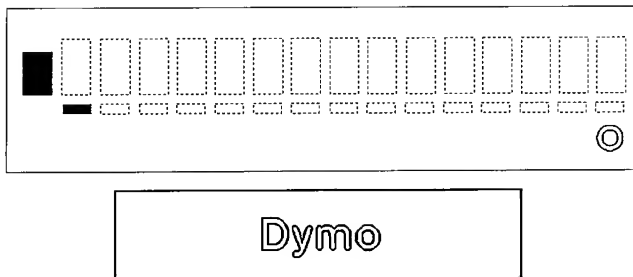
Single style

To set the style for a whole message (the cursor can be anywhere in the message), press ⌈Style⌉ and continue to press it to cycle through the choices available.

Stop at the style you want. The whole message will be printed in the selected style. You can do this before or after you have entered the message.

Mixed styles

To mix styles, press ⌈Style⌉ to set the style for the first part of the message, then move the cursor to the first character to be changed and press ⌈▲⌉ ⌈Style⌉ to cycle through the choices. Stop at the one you want.

All the text to the left of the style change will be printed in the original style, and all the text to the right of the style change will be printed in the new style.

The style indicators show the style of each character. You can therefore check the position of style changes by moving the cursor through the message.

To change the style again, repeat the above procedure.

NOTE!

If you press ⌈Style⌉ to select a style for the whole message when there are style changes already in it, the style you have selected will not change the whole message, but will take effect from the beginning of the message up to the first style change only.

Underline

The Dymo 4500 allows you to underline all or part of your message. The underline indicator is displayed when you have selected underline.
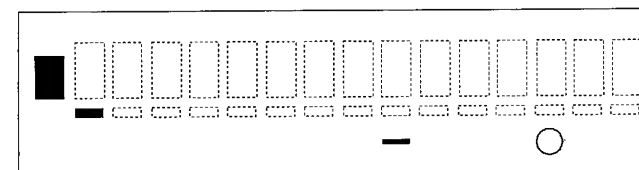
Whole message

To underline all of your message, move the cursor to the first character and press ⌈U-line⌉.

Part of message

To underline part of your message, move the cursor to the first character to be underlined and press ⌈U-line⌉. The underline indicator is displayed.

To turn underline off again, move the cursor to the character after the last one to be underlined and press ⌈U-line⌉. The underline indicator goes off.
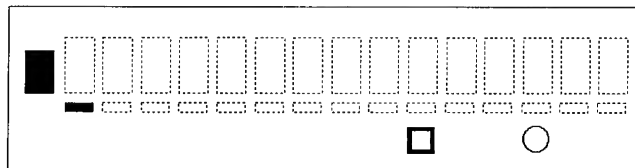
The underline indicator is displayed for each character which is underlined. You can therefore check which characters will be underlined by moving the cursor through the message.

NOTE!

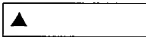You cannot underline a two line message.

Box

The Dymo 4500 allows you to put a box around all or part of your message. The box indicator is displayed when you have selected the box.

Whole message

To put a box round all of your message, press [▲]

[◁ ◄] to move the cursor to the beginning of your message.

Press [▲] [U-line] (**Box**). The box indicator is displayed.

Part of message

To put a box around part of your message, move the cursor to the first character to be included in the box and press [▲]

[U-line] (**Box**). The box indicator is displayed.

To turn the box off again, move the cursor to the character to the right of the last one to be included and press [▲]

[U-line] (**Box**). The box indicator is goes off.

The box indicator shows for each character which is included in the box. You can therefore check which characters are included by moving the cursor through the message.

NOTE!
You cannot put a box around a two-line message.

Font

The built-in font of the Labelmaker is Helvetica, but an optional cartridge containing an alternative font is available as an accessory. When the font cartridge has been selected, the font indicator is displayed.
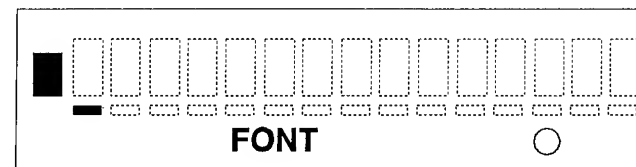
Inserting a font cartridge

Always switch the Labelmaker off before inserting the font cartridge.

Slide the font cartridge cover back and push the cartridge firmly into place.
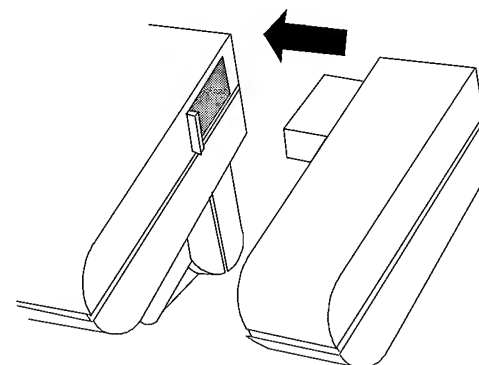
Turn the Labelmaker on again. To access the font cartridge, press [▲] [Feed] (**Font**). Any message will be printed in the alternative font.

To return to the built-in font (Helvetica), press [▲]

[Feed] (**Font**) again.

Font changes apply to the whole message; you cannot mix fonts in the same message.

Printing

You are now ready to print your message.

Feed

The Dymo 4500 automatically feeds a fixed amount of tape both before and after it prints your label. If you require more tape, press Feed and the Labelmaker feeds a further fixed amount of tape.

Printing a label

To print out your label, press Print .

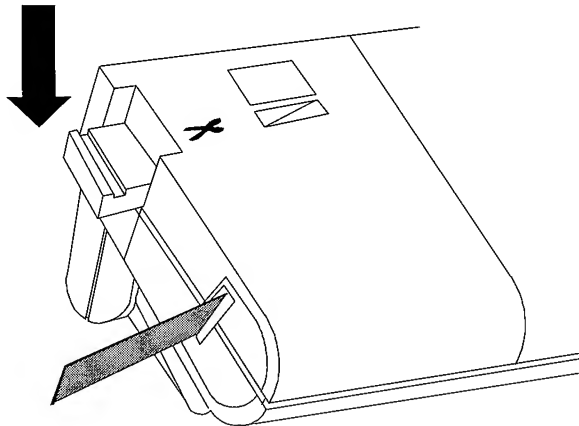The tape is printed and fed out of the tape cassette. Fold the tape cutting lever out and press downwards to cut off the tape.
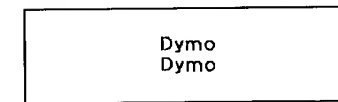

Two line printing

If you wish your message to be printed on two lines, use ▲ Print (**2 lines**) at the end of the first line. A ⅃ character is added to the message on the display and, when you press Print , everything following the ⅃ character is printed on a second line beneath the first one.

NOTE!
If you choose to print your message on two lines, you are restricted to character sizes 1 and 2.

Size 1

Dymo
Dymo

Size 2

Dymo
Dymo

You cannot put a box around or use mixed sizes or styles within a two-line message.

Two line printing cannot be combined with single line printing in the same message.

Multiple Copies

The Dymo 4500 allows you to print between 1 and 99 copies of the same label without having to press Print each time.

Key your message in. Press Copies ; the display shows:
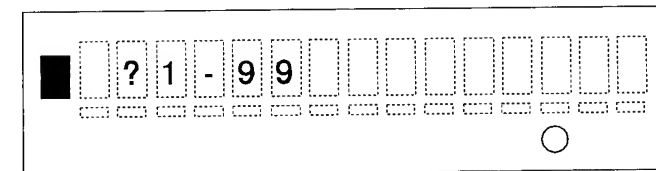
Enter the number of copies you require and press Print . The number of labels you requested is printed out.

NOTE!
If you enter **0**, you cancel the Copies option.

Consecutively numbered labels

The Dymo 4500 allows you to print a series of labels with consecutive numbering. The last number entered in the message is increased by one.

```
■ A B C 1 2 3
                    ▬
                O
```

Press ▲ | Copies | (**123...n**). The display shows:

```
■   ? 1 - 9 9
                O
```

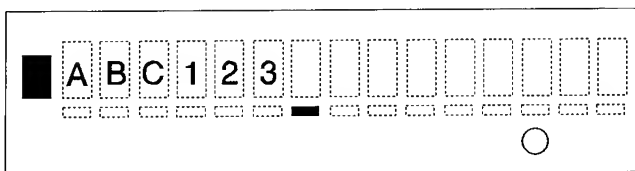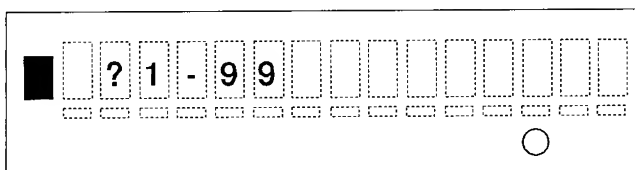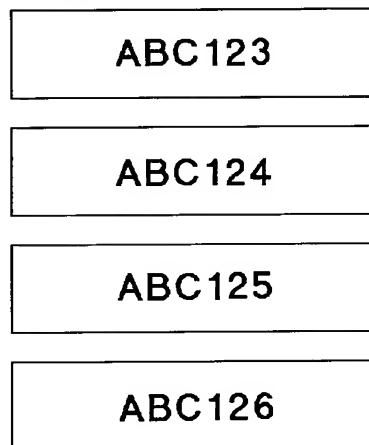Enter the number of labels required and press | Print | . The labels are printed with the last number entered increased by one on each successive label.

| ABC123 |
| ABC124 |
| ABC125 |
| ABC126 |

After the last label has been printed, the display shows the next number in the sequence. Press | Print | to print out the label, or

▲ | Clear Entry | (**All Clear**) to clear the message.

Changing the tape cutter blade

After approximately 3000 cuts, the tape cutting blade will become blunt and must be changed. Replacement blade holders and anvils are available as an accessory, and should be replaced at the same time.

Lift the cover of the tape cassette compartment and remove the tape cassette. Pull the blade holder gently upwards to remove it. Remove the anvil in the same way.

Anvil

Blade holder
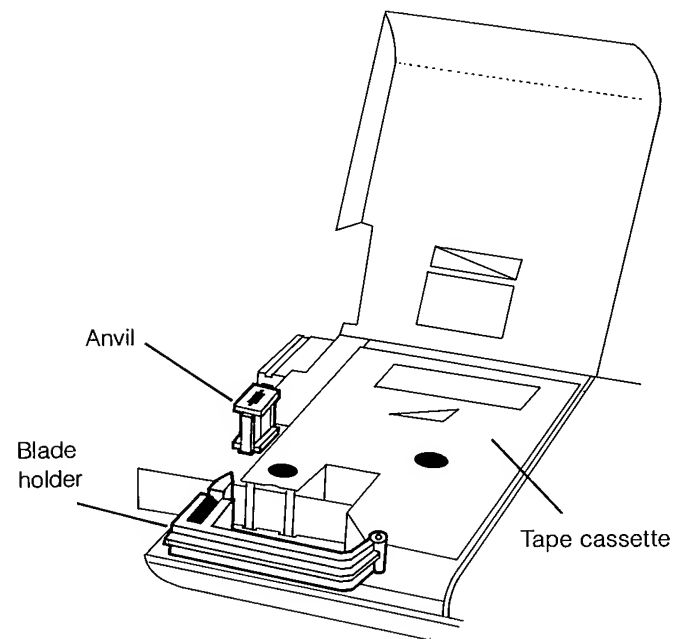
Tape cassette

Push a new blade holder and anvil into postition, replace the tape cassette and shut the cover.

NOTE!
Ensure that the blade holder is correctily oriented (see diagram)

Memory

In addition to the memory used by the message, the Dymo 4500 also has a phrase memory. The longest phrase which can be stored is 122 characters. Alternatively, a number of shorter phrases can be stored.
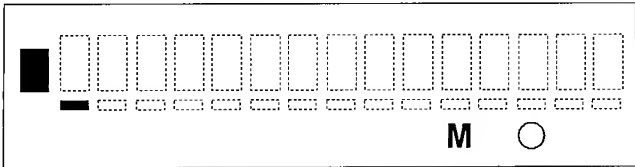
Saving a message

Key in a message and press [M+] to save it in the memory; the display shows 'M+' for a short time, then returns to the message. The message is saved with all its settings (size, style, etc).

If the memory is full, the display shows:

Clear one or more phrases from the phrase memory before you try to add another.

NOTE!
The messages stored in the memory will be lost if the batteries are removed.

Recalling a message

Press [MR] to recall the message. If there is more than one phrase in the memory, continue to press [MR] to cycle through them. Stop at the message you want. It is added at the cursor position to any existing message shown on the display.

You can now add to, edit or print the message.

A message recalled into a blank display uses the size and style stored with it. If a phrase is recalled from memory into a display which already has a message, the phrase will automatically adopt the size and style of the displayed message.

Clearing a message

When cycling through the messages in the memory, press [▲] [M+] (MC) to delete the message on the display from the memory. The display shows 'MC' briefly, then returns to the message.

Phrase and Message Memory

The memory of the Dymo 4500 is divided into two sections: message memory and phrase memory. The message is shown in the display. The phrases are recovered from the phrase memory by the [MR] key. 50 characters are exclusively reserved for the message; 36 characters are exclusively reserved for stored phrases. A further 86 characters can be used either for the message or for the phrase memory.

Phrase only	Phrase or Message	Message only
36	86	50
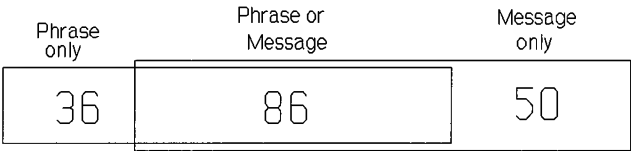
Therefore, the maximum number of characters possible in one message is 50 + 86 = 136. The maximum number of characters possible in the phrase memory is 36 + 86 = 122.

The number of characters that you can store in either of these two memories depends on the number of presentation settings in the messages or phrases.

Each time you change the size or style, or turn underline or box on or off, the number of characters you can enter is reduced by one.

The more complicated the design of your label, the fewer characters it can contain.

Troubleshooting

No display

Check the Dymo 4500 is switched on.
Check the batteries are correctly fitted.
Check the AC mains adaptor is plugged in.
Replace the batteries
(remember to use Alkaline batteries)

No printing or blurred characters

Replace the batteries
Fit a new tape cassette

Printed characters not formed correctly

Replace the batteries.
Replace the tape cassette

Cannot cut the tape

Replace the tape cutter blade.

Font cartridge fitted but not accessible

Turn the Labelmaker off. Pull the Font cartridge out and replace it carefully. Switch on and try again.

Display not accepting characters

Memory full.
Check for memory full indicator.
Clear some memory in the phrase memory.

Accessories

Mains AC Adaptor		2 pin	40030
Replacement Cutter Blade			45031
Font Cartridge			40032
Mains AC adaptor	240V	3 pin	740030

Tape   (12mm / ½inch)

Character Colour	Label Colour	
Black	Clear	45010
Blue	Clear	45011
Red	Clear	45012
Black	White	45013
Blue	White	45014
Red	White	45015
Black	Blue	45016
Black	Red	45017
Black	Yellow	45018
Black	Green	45019
White	Clear	45020